

BUSINESS MANAGER SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
2375(2358)	Business Manager I	03	355	6 mo.	04/11/90
2374(2358)	Business Manager II	03	355	12 mo.	04/11/90

Promotional Line: 165

Series Narrative

Employees in this series are responsible for or assist in the business and service operations of a large university unit, where such operations may involve the operation of research laboratories and research projects carried on under contract.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Business Manager I **2375(2358)**

Employees at this level assist in the business and service operations of a large university unit. They work under administrative supervision from the administrative or executive officer.

A Business Manager I typically –

1. assembles data, prepares administrative reports, and handles business correspondence for the unit
2. assists in the preparation of unit budgets and exercises control of expenditures on state and contract funds
3. maintains financial records of all unit funds and appropriations
4. conducts contract negotiations and writes financial sections of proposals
5. assists in the supervision of nonacademic employees, either directly or through appropriate supervisors
6. makes salary recommendations for nonacademic personnel
7. may represent the unit on negotiation committees with nonacademic employee groups
8. reviews and recommends changes in internal operating procedures
9. advises on matters pertinent to procurement of specialized equipment
10. assists in the supervision of stockrooms, storerooms, and service laboratory facilities

11. advises and assists supervisors on budget and other business problems related to their respective programs
12. assists in the planning or remodeling and renovation of facilities
13. performs other related duties as assigned

Level II: Business Manager II**2374(2358)**

Employees at this level are responsible for the business and service operations of a large university unit. They work under administrative supervision of the administrative or executive officer who is responsible for the coordination of the work of the unit.

A Business Manager II typically –

1. handles responsible administrative matters for administrative or executive officer and functions for him/her on business matters during her/his absence and/or as delegated
2. assembles data, prepares administrative reports, and handles business correspondence for the administrative or executive officer
3. assists in the preparation of unit budgets and exercises control of expenditures on state and contract funds
4. supervises the maintenance of financial records of all unit funds and appropriations
5. conducts contract negotiations and writes financial sections of proposals
6. is responsible for the supervision of nonacademic employees, either directly or through appropriate supervisors
7. makes salary recommendations for nonacademic personnel
8. may represent the unit on negotiation committees with nonacademic employee groups
9. reviews and recommends changes in internal operating procedures
10. advises the academic staff on matters pertinent to procurement of specialized equipment
11. is responsible for the operation of stockrooms, storerooms, and service laboratory facilities
12. advises and assists supervisors on budget and other business problems related to their respective programs
13. assists in the planning and is responsible for carrying out remodeling and renovation of facilities
14. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO ALL LEVELS:

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) Bachelor's degree in business administration or a closely related field (such as accountancy)

or

- (B) Bachelor's degree in a field other than those listed in "A" and one year of responsible business experience

or

four years of responsible business experience

or

a combination of such education and business experience totaling four years

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. supervisory and administrative abilities
2. ability to work effectively with the staff and public

ADDITIONAL MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:**Level I: Business Manager I****2375(2358)**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. three years of responsible accounting and/or business experience, one year of which was at an administrative level

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

none

Level II: Business Manager II**2374(2358)**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. five years of responsible accounting and/or business experience, one year of which was at an administrative level

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

none

Business Manager I	Revised
Business Manager II	Revised